

Green Sheet Guidance

Project Development and
Environmental Analysis Branch



Approved: October 16, 2007
Version 1

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Purpose

The purpose of this procedure is to provide a consistent methodology within PDEA for documenting environmental commitments that are special in nature to a project (e.g., involving protected species; or protecting historical properties) and ensuring that they are implemented and completed during later phases of the project.

Background

NCDOT initiated the environmental "Green Sheet" process in August 1999. As environmental issues related to transportation improvements grow more complex, a wide range of environmental commitments are often required because of endangered species laws, permit requirements, historic preservation laws, and other agreements with regulatory agencies (e.g., USACE, NC-HPO, NCDWQ). ([See Environmental Commitments Procedures](#))

Special environmental commitments are noted on a "green sheet" in all documents (NEPA/SEPA) approved by NCDOT.

Note: There may be other project commitments that are not directly related to the environment such as sidewalk and bicycle/pedestrian issues.

Responsibility

PDEA Project Planning Engineers are responsible for preparing the green sheets for all planning/environmental documents (NEPA/SEPA), including consultations. PDEA Natural Environment Unit (NEU) Project Managers are responsible for compiling and distributing the final list of environmental commitments along with the permit conditions during the permit process.

Policy, Regulatory, and Legal Requirements

The policies, regulatory, and legal requirements regarding environmental commitments include, but are not limited to, the following:

- [Federal and state statutes affecting cultural resources in North Carolina](#)
- [State Environmental Policy Act for North Carolina](#) (SEPA)
- [National Environmental Policy Act 1969](#) (NEPA)
- [Natural Environment – Laws, Regulations & Treaties](#)
- [2004 NCDOT Traffic Noise Abatement Policy](#)

Scheduling and Time Constraints

A Green Sheet must be completed for each rough draft planning/environmental report for review prior to its inclusion in the final draft of the document. In addition, a Green Sheet must be completed before permit let review date. The Green Sheet is also reviewed and updated prior to right of way acquisition and project letting

Procedures

Procedure Input(s) – Commitments (documented correspondence) made to environmental agencies, schools, counties, cities, and community requests. This also includes commitments made in community meetings, surveys (e.g., changes in design), during the merger process, and in Memoranda of Agreement (MOAs) regarding historical resources.

Procedure Output(s) – Final Green Sheet

It is the responsibility of the PDEA Project Planning Engineer to complete the following procedure steps.

Step	Action
1	NEU and HEU staff members, as well as staff members from other NCDOT units, provide applicable information regarding environmental commitments to the appropriate Project Planning Engineer.
2	The Project Planning Engineer determines project commitment that will be documented in Green Sheet based on input provided during the project development process. If there is any question regarding the applicability of a project commitment, the Project Planning Engineer must coordinate with the NCDOT Branch/Unit responsible for its implementation prior to publishing the commitment. (See Types of Topics and Responsible Branch/Unit)
3	The Project Planning Engineer drafts the Green Sheet to include the pertinent project commitments in the standard format. (See Environmental Document Green Sheet with Format Notes and Environmental Document Green Sheet with no Format Notes)
4	The Green Sheet is then included in the appropriate NEPA and/or SEPA document (following the signature pages). If commitments change between preparation of an Environmental Assessment and a Finding of No Significant Impact, the commitments shown in the FONSI will supercede those in the previous document. EIS documents are handled similarly, with commitments in the Record of Decision superceding those shown in the FEIS and DEIS.
5	During the right-of-way (ROW) and construction *consultations, the Project Planning Engineer reviews the project plans for consistency with environmental commitments, as well as reviews the status of all environmental commitments to ensure that they

	are on track to be implemented.
6	For *consultation, the Project Planning Engineer updates the Green Sheet from the previous NEPA and/or SEPA document(s) by including any changes made in existing commitments, or adding any new commitments made during the project design phase (recording status of each commitment in <i>italics</i>). (See Consultation Green Sheet with Format Notes and Consultation Green Sheet with no Format Notes). (*Consultation defined in Glossary)
7	After the ROW or construction consultation, the Project Planning Engineer sends an electronic copy to the NEU Project Manager for later use (e.g., during permit phase)
8	Steps in preparing the permit Green Sheet: <i>(to be completed by the NEU Project Manager):</i> a) Receive an electronic copy of the Green Sheet from the Project Planning Engineer. b) Add an introductory paragraph stating the types of permit and standard conditions that have been issued for the project (including BMPs). c) Review Commitments Developed during Project Development phase and put in <i>italics</i> where commitments have changed or been completed. Do not remove any originally listed commitments. d) Add “Commitments Developed During Permitting” section to Green Sheet to include the conditions that come from the agencies (e.g., USACE, NC-HPO, NCDWQ, DENR) and have been approved through the routing process followed in “Protocol for Processing Permit Conditions”. e) All commitments will need to indicate the Branch/Unit responsible for each documented commitment. f) Change the footnote to read “Permit Green Sheet” and revise the date. g) Refer to Green Sheet and Label protocols for preparing the permit package and the Mitigation Form that will be submitted. (See example of Green Sheet Permit)
9	After the permit is distributed, the NEU Project Manager will provide an electronic copy to the Project Planning Engineer.

Warnings and Precautions

A project could be delayed or shut down if environmental commitments are not appropriately considered and documented. In addition, any regulatory agency (e.g., USACE, NCDWQ, and NCDWM) could issue a Notice of Violation; fines and/or litigation are possible if there is detrimental community impact, or impact on endangered species or historic properties. Non-compliance of regulations regarding environmental commitments may affect ability to complete future projects.

Resources and Tools

[Consultation Green Sheet with Format Notes](#)

[Consultation Green Sheet with no Format Notes](#)

[Environmental Document Green Sheet with Format Notes](#)

[Environmental Document Green Sheet with no Format Notes](#)

[Environmental Commitments Procedures](#)

[Green Sheet Permit](#)

[Types of Topics and Responsible Branch/Unit](#)

Contacts

- For suggestions to change this procedure contact: Rob Hanson (919) 733-7844, ext. 226
- For questions about performing this procedure contact: Rob Hanson (919) 733-7844, ext. 226

Glossary

*Consultation – After approval of a Final Environmental Impact Statement/Record of Decision (FEIS/ROD), Finding of No Significant Impact (FONSI), Re-evaluation, or Categorical Exclusion (CE) designation, the NCDOT shall consult with FHWA before requesting any right of way (ROW) or construction approval. This consultation is to establish whether the approved environmental document is still valid for the requested approval action. A consultation is required unless the time of the approval action is within one year of the environmental document approval date. These consultations are documented in a standard format (3-4 pages) with supporting documentation attached.

Green Sheet – Summary of project commitments with responsible units identified. Green Sheets provide a quick reference for special project commitments on stand-alone green page(s).

User Access

Restricted NCDOT, FHWA, MPO, RPO, Consultants, etc.

Flowchart

None